

TIME LIMITED-NON-BENEFITTED POSITION

Utah County Assessor's Department has the following position available:

Office Specialist – Hours Mon-Fri 8:00am-5:00pm

Salary: \$15.00 per hour

Approximate Length of Position: Three Months

Primary function:

Performs data input, review, and reconciliation on personal property accounts. Processes, sorts, and distributes incoming and outgoing mail. Scans images and documents to associated accounts. Maintains organizational files and records; Performs basic bookkeeping reconciliation activities; Coordinates some office functions with other County departments.

Working knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions.

LICENSING AND CERTIFICATION –

High school diploma or equivalent and two (2) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered with college level experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive.

Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

If you are interested in this position, please email a completed Utah County Job Application to paulettes@utahcounty.gov and burtg@utahcounty.gov or fax to (801) 851-8282.